



## King County

Invites Applications for the Position of:

### Judgments Clerk

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 08/07/15 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 08/20/15 04:30 PM (GMT -8:00)

**SALARY:** \$20.44 - \$25.90 Hourly

**LOCATION:** Multiple locations in King County

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Judicial Administration

**JOB NUMBER:** 2015JF05024

**SUMMARY:**

The Department of Judicial Administration (DJA) is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA (also known as the Superior Court Clerk's Office) performs a variety of services for the Court, litigants and the public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

King County values the balance between work and life outside of work. We offer an outstanding benefits package, 10 paid holidays, life insurance, an employee assistance program and much more. Please visit our website to learn about King County's commitment to employee's health and well-being:  
<http://www.kingcounty.gov/employees/>.

**WHO MAY APPLY:** This position is open to all qualified candidates that meet the qualifications. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply.

**WORK SCHEDULE:** This position reports Monday through

Friday, occasional weekends and holidays. It is a full-time, 40 hour per week career service position. This position is overtime eligible.

**WORK LOCATION:** King County Courthouse at 516 3rd Ave, Seattle, WA

**APPLICATION PROCESS:** This exciting opportunity to join the Department of Judicial Administration is open to all applicants. The required materials are a King County Application, a resume and a cover letter that explains how your education and experience makes you the best candidate for this position, and answers to the supplemental questions.

Please note that you can attach multiple documents to your application or copy and paste one or more documents into the text resume section of the application.

**Contact information:** Please direct questions about this position to Michelle Namatame at 206-477-0811. If you have questions about the recruitment process, please direct those to Joy Fernandes at 206-477-0774.

**JOB DUTIES:**

This Judgments Clerk position interacts with diverse members of the public, attorneys, court, law enforcement and other government agencies in a fast-paced environment. People in this position are expected to provide excellent customer service and produce a consistent and accurate final work product. This position is responsible for processing a large volume of court documents with a very high degree of accuracy.

Successful candidates in this position will possess high energy and be extremely motivated to provide excellent customer service in a fast paced environment, and independently prioritize work while working as a member of a team.

**PRIMARY JOB FUNCTIONS:** Main responsibilities include but are not limited to:

- Perform data entry with extreme accuracy.
- Process large volume of legal documents pursuant to court rules, local rules, State statutes and department policies and procedures.
- Process criminal orders pertaining to release/commitment of defendants.
- Enter criminal and civil money judgments in case management system.
- Assist customers with questions about court processes and judgments.
- Work in a team setting, including helping other sections in order to meet department deadlines.
- Perform other Clerk's functions as ordered by the Court or department management.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Applicant's experience must demonstrate the following knowledge, skills, and abilities or

any equivalent combination of experience and education which provides the applicant with the desired knowledge, skills, and abilities required to perform the work:

- Experience performing complex, high volume data entry with attention to detail.
- Sensitivity and patience working with people of diverse socio/economic backgrounds.
- Ability to maintain composure under pressure and in difficult situations.
- Possess strong written and verbal communication skills.
- Ability to understand and apply policies, procedures, court rules, local rules and State statutes to complete daily work and assist customers.
- Knowledgeable and comfortable with computer use to perform daily work; skill in using Microsoft Windows including Excel, Word and Outlook.
- Dedicated to meeting customers' expectations; can establish and maintain effective relationships with customers.
- Ability to learn quickly when facing new problems; works diligently to find solutions.
- Able to effectively deal with change; confident in making decisions with minimal direction.
- Excellent time management and priority setting skills; able to consistently meet deadlines and handle multiple tasks with extreme accuracy.

Successfully pushes self and others for results; pursues tasks with energy and drive.

- Ability to positively contribute in a team environment; actively listens to others and builds trust and confidence.

**DESIRABLE SKILLS:** Knowledge of legal documents and court rules and/or procedures; experience in a judicial environment.

**NECESSARY REQUIREMENTS:**

- Must be able to work occasionally at other locations.
- Must be able to maintain regular and punctual attendance, with some overtime requirements.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

## Judgments Clerk Supplemental Questionnaire

- \* 1. Please indicate your level of experience with Microsoft Outlook.
  - ☐ Beginner
  - ☐ Intermediate
  - ☐ Advanced
- \* 2. Please indicate your level of experience with Microsoft Excel.
  - ☐ Beginner
  - ☐ Intermediate
  - ☐ Advanced
- \* 3. Please indicate your level of experience with Microsoft Word.
  - ☐ Beginner
  - ☐ Intermediate
  - ☐ Advanced
- \* 4. Please describe a time when you had competing tasks to complete. How did you ensure that all these tasks were completed and that your deadlines were met?
- 5. Tell us about your experience in auditing your work for accuracy. Please provide an example and explain how you verified your accuracy.
- \* 6. Please describe a time when you had to deal with a difficult customer. What made the situation difficult, what steps did you take to address the issue and what was the outcome?
- \* 7. Tell us about your experience providing customer service to a diverse clientele. How were you able to effectively work with people from a wide variety of cultural, ethnic and economic backgrounds?
- \* 8. Your answers to these supplemental questions must match the information you provide on your application or you may be disqualified. Do your answers to these supplemental questions match your application?
  - ☐ Yes   ☐ No
- 9. This position requires a resume and a letter of interest. Please verify that you have attached or inserted both to your application.
  - ☐ Yes   ☐ No
- \* Required Question